

PLAN CHECKER

DEFINITION

Under general supervision, checks building plans related to residential and commercial and industrial alterations or structures for conformance to code standards; makes corrections on such plans and routes the plans to other appropriate City divisions and departments for further checking; receives building permit applications and issues building permits; and does other related work as required.

SUPERVISION RECEIVED AND EXERCISED

This class differs from Senior Plan Checker in that the Senior Plan Checker is the overall coordinator of the building plan checking process and is responsible for checking and correcting the more complex plans for compliance.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

1. Reviews plans and specifications for compliance with all City of Hayward, State of California, and Federal codes and regulations as they apply to proposed construction projects.
2. Conveys deficiencies or omissions to permit applicants, routes applications to appropriate City divisions or departments for completion.
3. Reviews corrected submissions and approves permit plans and applications when in compliance.
4. Reviews and orders soils and other special reports.
5. Computes fees and fee estimates.
6. Responds to questions about codes, codes interpretation, construction problems, and energy conservation alternatives from the public, contractors and design professionals.
7. Conducts field inspections on questions of permit compliance.
8. Maintains department's reference library.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

- A. Knowledge of relevant state, federal and local building codes including building, housing, plumbing, mechanical and electrical, seismic, and solar.
- B. Knowledge of construction principles, particularly wood frame construction.
- C. Skill in reading and interpreting all construction blueprints and visualizing three dimensionally from rough plans.

Ability to:

- D. Analyze plans and specifications and detect code violations.
- E. Communicate effectively orally and in writing, with the general public, permit applicants, design professionals, and co-workers.
- F. Make decisions quickly.
- G. Constantly shift attention in order to respond appropriately to a wide variety of problems and demands.
- H. Deal tactfully in a code enforcement capacity.
- I. Stay abreast of changes in relevant codes.
- J. Provide excellent customer service to the department and public.
- K. Work effectively in a team-oriented environment.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of a Bachelor's degree in architecture, engineering or a closely related field plus one (1) year of experience in building, electrical, plumbing or mechanical inspection work;

OR

Equivalent to completion of the twelfth grade and a minimum of four (4) years' experience building, electrical, plumbing or mechanical inspection work or progressively responsible experience in a variety of building construction work requiring extensive knowledge of codes.

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CERTIFICATION

Current ICBO Certification as a Plans Examiner is highly desired or certification must be obtained within one year from date of hire.

PROBATIONARY PERIOD: One Year

June 1978

April 1984

January 1996

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